

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 14, 2026; 7:30p.m.

Winfield Public Library, 0S291 Winfield Rd., Winfield, IL 60190

I. Opening

Brown called the meeting to order at 7:30 p.m.

II. Roll Call

Present: Ables, Brown, Choate, Hjerpe, Johnson, Olson, Tenyak-O'Connor

Absent:

Also present: Library Director, Joe Marcantonio

III. Items to be removed from Consent Agenda for Separate Discussion

None.

IV. Consent Agenda

A. Approval of minutes of the December 10, 2025 meeting

B. Financial report

C. Approval of bills paid and payable

- i. Ables moved to approve the consent agenda. Tenyak-O'Connor seconded. All present voted in favor.

V. Communication & Correspondence

Marcantonio presented the following:

A. Employee Handbook Project Proposal from HR Source – The board has decided to move forward with the proposal in the next fiscal year.

B. Memo from Roger Ritzman, Library attorney, on ILA Trustee of the Year Award.

C. Notice to disregard the Wage Discrepancy Letters from the IDES.

D. DuPage County Clerk Election Memo confirming the Library as a Polling Place on March 17, 2026.

VI. Citizens to Speak

None.

VII. Reports of Standing Committees

A. Finance - Review of the Appropriations Budget

VIII. Trustee Reports

None.

IX. Library Director's Report

A. The Library cleaner position had 3 great candidates, Fernando Nava, was selected for the position. He starts January 19th. He has 3 years previous experience as our cleaner but for our contracted service.

B. Circuit Breaker replaced by Hi-Lite Electric, plus received a quote to create light switch bypass for the circuit breaker.

C. Adyera Robinson resigned her position. We have 5 candidate interviews planned.

- D. Had a “jumpstart” meeting with HR Source. They put me on the path to cleaning up our hiring process, documentation, and creating a personnel handbook.
- E. Little Free Pantry received an upgraded shelving unit.
- F. Phones, Server, and e-Rate consultant contracts signed.
- G. The Board has sponsored the Winfield Historical Society Book.

X. Old Business

XI. New Business

A. Per Capita Grant

- i. Submitted by January 30.

Board President Bob Brown left at 8:39pm.

B. Policy

i. Personnel

- a. Director changes were approved by the board. Tenyak-O’Connor moved to approve, Ables seconded. All present voted in favor.

ii. General Policy

- a. Trustee changes were approved by the board. Ables moved to approve, Choate seconded. All present voted in favor.

iii. Public Posting

- a. Trustee changes were approved by the board. Johnson moved to approve, Olson seconded. All present voted in favor.

C. Illinois Public Library Standards

- i. The board reviewed the Finance & Budget chapter.
- ii. The board discussed the Director’s report on the Finance & Budget chapter’s Action Plan.

D. iLEAD Trustee Training

- i. The Board discussed the *Board Operation* module.
- ii. The Board will discuss the *Building & Maintenance* module at the February meeting.

XII. Other Announcements/Comments

None.

XIII. Adjournment

The board adjourned at 9:38 p.m. on a motion made by Olson and seconded by Tenyak-O’Connor. All present voted in favor.